

Taylor Penn

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EDUCATION

The New School, **EUGENE LANG COLLEGE** | May 2020

Bachelor of Arts in **Journalism** and **Communications Design** | Cumulative GPA: 3.6

Awards & Honors: Merit Scholarship

RELEVANT EXPERIENCE

RAPP COLLINS | New York, New York

Recruiter Assistant

October 2019 – Present

- Sourced LinkedIn Recruiter for candidates to recruit for various positions within Omnicom
- Scheduled interviews for candidates to meet with hiring managers through the ATS Green House
- Verified all candidates were up to date on multiple platforms including Green House, Rendezvous, and Microsoft Excel
- Updated job descriptions and job ads

DISCOVERY INC | New York, New York

Publicity Intern

May 2019 – August 2019

- Contacted media outlets to update and add to media lists
- Researched outlets that report on Animal Planet related news in order to create press plans for upcoming TV premieres
- Pitched to and scheduled media professionals to promote weekly episodes

CBS NEWS | New York, New York

Research Assistant

October 2017 – August 2018

- Assisted with research on three Latin Culture video projects aired on CBS Digital platforms
- Created info graphics to be utilized in final segments, collected materials from company archives
- Reached out to various professionals for expertise and commentary for documentaries
- Scheduled interviews and put executives in contact with professionals regarding documentaries

V Magazine | New York, New York

Editorial Intern

June 2018 – August 2018

- Researched daily pop culture news
- Published short form articles across magazine's platforms

Care and Wear | New York, New York

Marketing Intern

August 2017 – December 2017

- Brainstormed, developed and assisted healthcare clothing line startup with daily operations
- Researched cancer blogs to pitch, reached out to potential writers
- Published an article on the company website regarding patient care

Black Beret Life Sciences | New York, New York

Marketing Intern

June 2017 – August 2017

- Worked remotely to help research competitor stem cell investment companies
- Provided input to creative teams in order to finalize new website
- On site for video shoot in Hawaii, supported production during filming of company promo

Breaking Media | New York, New York

Social Media Intern

January 2017 – June 2017

- Produced pop culture related content for emerging media news company's online articles
- Researched latest trends and pitched ideas to company executives

ADDITIONAL EXPERIENCE

Patina Restaurant Group | New York, New York

Server

March – August 2018

- Assisted with set up of events at the Brooklyn Botanical Gardens
- Remained professional and attentive to guests during their time at the venue

SKILLS

Proficient in Spanish and MS Office (Word, PowerPoint, Excel, Outlook), Keynote, HTML, CSS and Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects, Premiere)

